

<b>NEVADA DEPARTMENT OF CORRECTIONS</b>	<b>SERIES 500 CLASSIFICATION AND MANAGEMENT OF INMATES</b>	<b>SUPERSEDES: AR 570 (01/21/92)</b>
<b>ADMINISTRATIVE REGULATIONS MANUAL</b>	<b>ADMINISTRATIVE REGULATIONS 570 INMATE MOVEMENT DOCUMENTATION TEMP</b>	<b>EFFECTIVE DATE: 10/10/03</b>

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### **PURPOSE**

To establish standards and requirements for the documentation of changes in the daily inmate population of the Department.

### **AUTHORITY**

NRS 209.131

### **RESPONSIBILITY**

It is the responsibility of the institutional Wardens, Management Information Systems Manager and the Offender Management Division Administrator to ensure compliance of this regulation.

The Division of Offender Management is responsible to prescribe the means by which this policy will be implemented, and to regulate the ongoing activities.

## **DEFINITIONS**

**DAILY DEPARTMENTAL COUNT SHEET** – A summary of the movement reported by each institution, facility, and the Central Statistician, computed by the Nevada Corrections Information System (NCIS).

**DAILY MOVEMENT SHEET** – A document produced by each institution and facility and the Network Specialist, reporting specific inmate movement which occurred during the previous 24 hours. This document records important changes in an inmate's status and provides the Department with the means to conduct a daily reconciliation of the count.

**MOVEMENT** – In the context of the regulation the movement is defined as changes in the number, location, and status of the Department's total inmate population to include inmates received, inmates transferred, inmates released, and internal changes in an inmate's housing, custody, and assignment.

**NEVADA CORRECTIONS INFORMATION SYSTEM (NCIS)** – An integrated, micro-computer based information system used to manage the inmate population through the employment of applications related to count, supervision, sentence, management, classification and casework, planning and statistical activities.

**PSUEDO BED** – Numbers used for non-resident beds within the NCIS to facilitate housing moves, as an interim electronic location.

**PSUEDO LOCATIONS** – Locations where Nevada Department of Corrections inmates are counted other than at institutions or facilities within the Department. These locations include out of state count, escape, Nevada jail, hospital, and Residential Confinement.

## **APPLICABILITY**

This regulation applies to all Department staff responsible for the reporting of inmate movement and status.

## **PROCEDURES**

### **570.01 DAILY MOVEMENT SHEET**

1.1 The daily count sheet will include line items for each movement as well as a summary, which illustrates the revised departmental counts. The summary will include discrete descriptions of the male and female:

- Institutional count;
- In-Transit count;

- Nevada jail & hospital count;
- Escape count;
- Out-of-State count;
- Residential Confinement count; and
- Total population count.

## 1.2 Method of preparation

1.2.1 The movement sheet will be produced by utilizing computer programs made available through the NCIS.

1.2.2 In the event that the NCIS is not functional, each location shall be prepared to manually produce a movement sheet.

## 1.3 Data entry

1.3.1 The entry of data which relates to inmate movement must occur as soon as practical after the movement, and prior to the next institutional count.

1.3.2 An NCIS workstation will be located in an area that is staffed 24 hours a day, preferably in the Control Center.

1.3.3 The entry of data, which relates to changes in the custody or assignment of an inmate, must occur prior to 11:59 p.m. on the date the change is officially implemented.

## 1.4 Format

1.4.1 The official daily movement sheet will minimally detail the number and types of admissions and releases each day and the count at the close of the day, to include. **(3-4101)**

1.4.1.1 Received- representing an increase to the count at a particular location. This includes new inmates and inmates transferred in. Transfers include movement between institutions, facilities, and pseudo locations.

1.4.1.2 Internal changes- representing changes within a location, including housing assignments, custody assignments, and work/program assignments.

1.4.1.3 Departures- representing a decrease to the count at a particular location. This

includes inmates being released from the system, deaths, escapes, and inmates transferred to other locations.

1.4.1.3 Corrections to erroneous data previously reported.

1.4.1.4 Count summary.

1.4.1.5 Approval signature.

## 1.5 Content

1.5.1 All entries will be supported by documentation.

1.5.2 Internal changes, such as custody, assignment, and housing will be supported by other written documentation.

1.5.3 Arrivals and departures will be supported by body receipts, commitment documents, or central approval authorization in the NCIS, reflecting the transfer approval.

1.5.3.1 Overrides for transfers and releases not authorized in the NICS require verbal approval by OMD, with no exceptions.

1.5.4 Each movement sheet will be reviewed for form and content by the supervisor of the night shift and signed by this staff member to verify accuracy.

1.5.5 Abbreviations and codes must conform to the Department Codes List, as approved in the NCIS User Manual.

1.5.5.1 In the event that the movement cannot be exactly described from the standard list, contact must be made with the Network Specialist in the Management Information System Division or the Statistician II in the Offender Management Division.

## 1.6 Frequency

1.6.1 Each institution, facility, and the Network Specialist will produce a movement sheet once per day.

1.6.2 The movement sheets at institutions and facilities will be completed on the night shift, between midnight and 1:00 a.m. and will cover the previous 24-hour period (midnight to 11:59 p.m.).

## 1.7 Transmittal

1.7.1 The method by which the daily movement information is conveyed to Central Administration will be electronic retrieval via the computer network.

1.7.2 If this method is not possible, the information will be conveyed with a telephone call to the Network Specialist or the Statistician II.

## REFERENCES

ACA Standard 3-4101

## ATTACHMENTS

None.

\_\_\_\_\_  
Jackie Crawford, Director

\_\_\_\_\_  
Date

**CONFIDENTIAL**

\_\_\_\_\_  
Yes

XX  
No

**THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.**